

INSTRUCTIONS FOR COMPLETING THE

Court Reporter Annual Report Form

Reporting Year: January 1, 2003 through December 31, 2003

The "Court Reporter Annual Report Form" must be completed by all court reporters employed by the court (this does not include contract typists) and received by the Division of State Court Administration no later than March 31, 2004. If the reporter does not have information to report, complete the top of the form, indicate "0" or "none" for the totals, sign, date and return the form.

On the appropriate lines at the top of the form, provide the name of court reporter, work phone, the name of the county for which court reporting services were provided, and court identification number (examples: Marion Circuit Court: 49C01; Bartholomew Superior Court 1: 03D01). If you perform court-reporting services for more than one court, report for only the primary court. (Example: You work for Circuit Court but occasionally fill in or type transcripts for Superior Court, you would report that your court is Circuit Court.)

1. Rate for Indigent Transcripts – indigent transcripts are those that are provided to individuals who have been declared indigent by a court in a criminal proceeding.
2. Rate for Private Transcripts – private transcripts are those that are provided in either a civil or criminal proceeding that are paid for by a non-governmental entity, i.e. a private individual, organization, corporation, etc.
3. Indigent Money Collected – Enter the total money collected for indigent transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - d. If there is no information to report, please indicate "0" or "none" for the totals.
4. Non-indigent Money Collected – Enter the total money collected for non-indigent transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - d. If there is no information to report, please indicate "0" or "none" for the totals.
5. Money Collected for Copies - Provide the total copy money collected for all hearings and depositions transcripts. If there is no money to report, please indicate "0" or "none" for the total.
6. Total of All Money Collected – Add together lines 3, 4, and 5.
7. Total number of Transcripts – Enter the total number of indigent and non-indigent transcripts.

Deadline to return completed forms: March 31, 2004

Indiana Supreme Court
Division of State Court Administration
115 W. Washington Street, Suite 1080
Indianapolis, Indiana 46204-3466

Questions should be directed to Adrienne Henning at (317) 233-2312 or Ahennig@courts.state.in.us

COURT REPORTER ANNUAL REPORT FORM

Please make the appropriate number of copies and distribute one to each court reporter in your court.

Thank You